

BOARD OF COMMISSIONERS REGULAR MEETING

Fogarty Manor

Community Room

214 Roosevelt Avenue

Pawtucket, RI 02860

Wednesday, February 26, 2014 at 5:30 P.M.

AGENDA

1. Meeting called to Order

2. Roll Call

3. Extract Minutes of Previous Year February 20, 2013

4. Resident and Public Concerns

5. Approval of Minutes from January 29, 2014 Meeting

6. Correspondence

6A. U.S. Department of Housing and Urban Development – Office of the Secretary – Letter regarding RAD – dated February 20, 2014

6B. State of RI and Providence Plantations, Department of Human Services, Division of Elderly Affairs, Housing Security RFP HS 2014, dated February 3, 2014

7. Report of the Executive Director

- Personnel Contract Log**

8. Consent Agenda - Department Reports

- Housing Management**

- o PHAS Report
- Legal Status Report
- Operations
- Finance
- a. Service Contract Log
- Security
- Resident Services
- Section 8

9. New Business

9.1 Resolutions

- Resolution #1049 – PHA Operating Budget 4/1/14 – 3/31/15*
- Resolution #1050 – Risk Control and Safety
- Resolution #1051 – Reserved
- Resolution #1052 – Amend FSS Public Housing Slot Allotment
- Resolution #1053 – Extension of Elderly Only Designation Status of Fogarty Manor and Burns Manor for an additional two (2) years.

9.2 Approvals

- Approval for Executive Director to attend the NAHRO 2014 Legislative Conference, March 10, 2014 – March 12, 2014 in Washington, DC.
- Approval for bid award Galego Court Water Park
- Approval to award contract for Labor Lawyer
- Approval to award contract for PHA Property/Liability Insurance

Procurement**

9.3 Receive and place on file Rector & Reeder, PC, Financial Statements Year Ended

March 31, 2013, of the Housing Authority of the City of Pawtucket

10. Old Business

11. Executive Session

12. Other Business

13. Adjournment

***Howard Gordon, CPA, Fee Accountant will be present for the budget presentation.**

****Cristie Hanaway, from Gencorp will be present for the insurance presentation.**

THERE WILL BE INTERPRETATION SERVICES AVAILABLE AT THE MEETING

The meeting was called to order by Chairperson Kevin Rabbitt at 5:30 P.M. with a motion by Commissioner Carrera and a seconded by Commissioner Legrand.

Upon roll call those present and those absent were as follows:

Present

Kevin Rabbitt, Chairperson

Reinaldo Nieves, Jr., Vice Chairperson Late Arrival

Stella Carrera, Commissioner

Raymond Gannon, Commissioner

Harvey Goulet, Commissioner

Diane Legrand, Commissioner

Robert Ricci, Commissioner

Stephen Vadnais, Executive Director

Jim Goff, Deputy Executive Director

Jim Ruthowski, Director of Security

Maureen McNulty, Executive Secretary

Joseph Loconto, Finance Director

Lisa Cloutier, Attorney

Christie Hanaway, Gencorp Insurance Group

Howard Gordon, CPA

Resident and Public Concerns

None.

Approval of Minutes

Chairperson Rabbitt asked if anyone had any questions or objections to the minutes of January 29, 2014 meeting.

There were no other questions or objections.

A motion was made to approve the minutes of January 29, 2014 by Commissioner Goulet and was seconded by Commissioner Ricci.

Upon roll call the “Ayes” and “Nays” were as follows:

AYES

NAYS

Chairperson Rabbitt

Vice Chairperson Nieves (Late no vote)

Commissioner Carrera

Commissioner Gannon

Commissioner Goulet

Commissioner Legrand

Commissioner Ricci

Correspondence

Chairperson Rabbitt asked if anyone had any questions or objections to the Correspondence for January 2014. Director Vadnais reviewed the HUD letter from Shaun Donovan, Secretary. He explained the extraordinary response HUD has received for the Rental Assistance Demonstration (RAD) program in preserving and improving public housing. HUD will continue to fast-track and close projects as soon as they are completed. The PHA was awarded the Housing Security RFP HS 2014 grant in the amount of \$14,290. This is the first time in three years that the PHA has received this award. New dial-up boxes for the intercoms and key-card swipe access cards for the laundry rooms were discussed.

There being no further questions the Correspondence Report was received and placed on file.

Executive Director's Report

Chairperson Rabbitt asked if anyone had objections or questions to the Executive Director's Reports for January 2014. The Executive Director addressed the first page of his report which was the pre-Board meeting held at Fogarty Manor for the residents. Included in his report was the Rental Assistance Demonstration (RAD) update. HUD is working with Congress to raise the cap beyond the initial 60,000 units. Attorney Megan Glasheen from Reno and Cavanaugh in Washington, DC will review all applications and give approval in 60 to 90 days. She will be giving us guidance to the redevelopment of 560 Prospect. HUD is trying to get this program in full-throttle. The RAD program allows low income residents to continue to live in the developments. Director Vadnais met with Mayor Grebien and the Police Chief to review crime statistics. There has not been a change in the number of crime reports compared to the year with heavy security, as to the year with less security presence. A series of meetings will continue with City Police, PHA Security, Resident Services and the Housing Authority for a safe environment. The police will continue to patrol through the developments. There being no questions The Director's report was received and placed on file.

Consent Agenda Department Reports

- **Housing Management**

Chairperson Kevin Rabbitt asked if there were any questions or objections to the Housing

Management Reports for January 2014. Chairperson Rabbitt addressed Mr. Goff on the tenant rents and Deputy Director Goff explained the process of rent collection and the legal status to the Board.

There were no further questions or objections to the Housing Management report at this time.

o MASS Report

Chairperson Rabbitt asked if there were any questions or objections regarding the January 2014 MASS Report.

There were no questions or objections to the MASS Report.

• Legal Status Report

Chairperson Rabbitt asked if there were any questions or objections regarding the Legal Status Reports from Attorney's Montalbano and Cloutier's office for January 2014.

There were no further questions regarding the Legal Status Report.

• Operations

Chairperson Rabbitt asked if there were any questions or objections to the Operations Reports for January 2014.

There were no further questions or objections regarding the Operations Report.

• Finance

Chairperson Rabbitt asked if there were any questions or objections

regarding the Finance Report for January 2014.

There were no further questions or objections regarding the Finance Report.

o Service Contract Log

Chairperson Rabbitt asked if there were any questions or objections regarding the Service Contract Logs for January 2014.

There were no further questions or objections.

• Security

Chairperson Rabbitt asked if there were any questions or objections regarding the Security Report for January 2014. Commissioner Goulet noted that there was quite a bit of activity. He was curious as to what happened to these people. Security Manager Jim Ruthowski said we don't always get notified by the police and if we do, I put the information in my report.

There were no further questions or objections.

• Resident Services Report

Chairperson Rabbitt asked if there were any questions or objections regarding the Resident Services Report for January 2014.

There were no further questions or objections.

Section 8 Monthly Reports

Chairperson Rabbitt asked if anyone had objections or questions to the Section 8 Monthly Report for January 2014. A question on

Section 8 recertification was addressed to Director Vadnais by Commissioner Goulet. Director Vadnais noted that after an inspection a written report is on file with the authority and any damage caused by the resident is noted.

There were no further questions or objections.

There being no additional comments, questions or concerns regarding the Consent Agenda, Chairperson Rabbitt asked that the Consent Agenda for January 2014 be received and placed on file.

Guest Presentation Gencorp Insurance Group

Gencorp Insurance Group representative Christie Hanaway, Vice President presented to the Board her Property & Fire Loss Prevention and Control Activities initiative and action plan.

In her presentation she addressed the Board on three insurance companies she researched for property/liability insurance procurement; Great American, Travelers and Housing Authority Insurance Group in the insurance renewal process. She explained that Great American did a non-renewal of PHA insurance coverage noting that in three years we had seven (7) fires at a cost of \$321K creating a 60% loss ratio to the company. The fires caused a \$75K rate increase and other carriers wouldn't give a quote because of the fires. Ms. Hanaway recommended Housing Authority Insurance with a total premium with options of \$303.9K.

There were no further questions or objections.

New Business

Resolution #1049 – PHA Operating Budget 4/1/14 to 3/31/15

Chairperson Rabbitt asked if anyone had any questions or objections to the Approval of Resolution #1049– PHA Operating Budget 4/1/14 to 3/31/15. Finance Director, Joe Loconto presented the highlights of the PHA Income Statement for the month of December 2013 and the year-to-date December 2013 to December 2012. Howard Gordon, CPA was in attendance and spoke to the Board on the fact that Joe Loconto did the budget by himself and he did a great job. He said huge PHA deficits have been resolved in three years and he sees only positive progress going forward.

Chairperson Rabbitt asked for a motion for Approval to Resolution #1049 – PHA Operating Budget 4/1/14 to 3/31/15. A motion was made by Commissioner Carrera and was seconded by Commissioner Goulet.

Upon roll call the “Ayes” and “Nays” were as follows:

AYES

Chairperson Rabbitt

Vice Chairperson Nieves

Commissioner Carrera

Commissioner Gannon

NAYS

Commissioner Goulet

Commissioner Legrand

Commissioner Ricci

Resolution #1050 – Risk Control and Safety Policy

Chairperson Rabbitt asked if anyone had any questions or objections to the Approval of Resolution #1050 – Risk Control and Safety Policy.

Chairperson Rabbitt asked for a motion for Approval to Resolution #1050 – Risk Control and Safety Policy. A motion was made by Commissioner Carrera and was seconded Commissioner Goulet.

Upon roll call the “Ayes” and “Nays” were as follows:

AYES

NAYS

Chairperson Rabbitt

Vice Chairperson Nieves

Commissioner Carrera

Commissioner Gannon

Commissioner Goulet

Commissioner Legrand

Commissioner Ricci

Resolution #1052 – Amend FSS Public Housing Slot Allotment

Chairperson Rabbitt asked if anyone had any questions or objections to the Approval of Resolution #1052 – Amend FSS Public Housing Slot Allotment from 25 to 50 participants.

Chairperson Rabbitt asked for a motion for Approval to Resolution #1052 – Amend FSS Public Housing Slot Allotment from 25 to 50 participants. A motion was made by Commissioner Carrera and was seconded by Commissioner Goulet.

Upon roll call the “Ayes” and “Nays” were as follows:

AYES

NAYS

Chairperson Rabbitt

Vice Chairperson Nieves

Commissioner Carrera

Commissioner Gannon

Commissioner Goulet

Commissioner Legrand

Commissioner Ricci

Resolution #1053 – Extension of Elderly Only Designation Status of Fogarty Manor and Burns Manor for an additional two (2) years

Chairperson Rabbitt asked if anyone had any questions or objections to the Approval of Resolution #1053 – Extension of Elderly Only Designation Status of Fogarty Manor and Burns Manor for an

additional two (2) years until May 4, 2016.

Chairperson Rabbitt asked for a motion for Approval to Resolution #1053 – Extension of Elderly Only Designation Status of Fogarty Manor and Burns Manor for an additional two (2) years until May 4, 2016. A motion was made by Commissioner Carrera and was seconded by Commissioner Goulet.

Upon roll call the “Ayes” and “Nays” were as follows:

AYES

NAYS

Chairperson Rabbitt

Vice Chairperson Nieves

Commissioner Carrera

Commissioner Gannon

Commissioner Goulet

Commissioner Legrand

Commissioner Ricci

Approvals – Approval for Executive Director to attend the NAHRO 2014 Legislative Conference 3/10/14 to 3/12/14 in Washington, D.C.

Chairperson Rabbitt asked if anyone had any questions or objections to the Approval of the Executive Director to attend the NAHRO 2014 Legislative Conference 3/10/14 to 3/12/14 in Washington, D.C.

Chairperson Rabbitt asked for a motion for Approval of the Executive Director to attend the NAHRO 2014 Legislative Conference 3/10/14 to 3/12/14 in Washington, D.C. A motion was made by Commissioner Carrera and was seconded by Commissioner Goulet.

Upon roll call the “Ayes” and “Nays” were as follows:

AYES

NAYS

Chairperson Rabbitt

Vice Chairperson Nieves

Commissioner Carrera

Commissioner Gannon

Commissioner Goulet

Commissioner Legrand

Commissioner Ricci

Approvals – Approval for Bid Award for Galego Court Water Park

Chairperson Rabbitt asked if anyone had any questions or objections to the Approval of the Bid Award for Galego Court Water Park.

Chairperson Rabbitt asked for a motion for Approval of the Bid Award for Galego Court Water Park to Catalano Construction, Inc. for the bid amount of \$189,551 and an add alternate be included in the amount of \$10,651 in the event that the alternate is required.

A motion to Award for Galego Court Water Park to Catalano Construction, Inc. for the bid amount of \$189,551 and an add alternate be included in the amount of \$10,651 in the event that the alternate is required was made by Commissioner Carrera and was seconded by Commissioner Goulet.

Upon roll call the “Ayes” and “Nays” were as follows:

AYES

NAYS

Chairperson Rabbitt

Vice Chairperson Nieves

Commissioner Carrera

Commissioner Gannon

Commissioner Goulet

Commissioner Legrand

Commissioner Ricci

Approvals – Approval to Award Contract for Labor Lawyer

Chairperson Rabbitt asked if anyone had any questions or objections to the Approval to Award a Contract for Labor Lawyer.

Chairperson Rabbitt asked for a motion for Approval to Award a Contract for Labor Lawyer. The RFP for Legal Counsel was advertised and four law offices responded. The Board reviewed the

RFP's and recommended St. Peter and Kastle as the best experienced labor lawyer. The recommendation is for Approval to Award a Contract for two (2) years with one (1) year renewal.

A motion to Award a Contract for Labor Lawyer to St. Peter and Kastle was made by Commissioner Carrera and was seconded by Commissioner Goulet.

Upon roll call the "Ayes" and "Nays" were as follows:

AYES

NAYS

Chairperson Rabbitt

Vice Chairperson Nieves

Commissioner Carrera

Commissioner Gannon

Commissioner Goulet

Commissioner Legrand

Commissioner Ricci

Approvals – Approval to Award Contract for PHA Property/Liability Insurance

Chairperson Rabbitt asked if anyone had any questions or objections to the Approval to Award a Contract PHA Property/Liability Insurance.

A presentation was made by Christie Hanaway, Vice President

Gencorp Insurance Group before the Board. Ms. Hanaway reviewed all three insurance companies and recommended Housing Authority Insurance with a total premium with options of \$303,916.60.

A motion to Award a Contract for PHA Property/Liability Insurance to Housing Authority Insurance was made by Commissioner Carrera and was seconded by Commissioner Goulet.

Upon roll call the “Ayes” and “Nays” were as follows:

AYES

NAYS

Chairperson Rabbitt

Vice Chairperson Nieves

Commissioner Carrera

Commissioner Gannon

Commissioner Goulet

Commissioner Legrand

Commissioner Ricci

Receive and Place on File

Management discussion and analysis audited financial statements of The Housing Authority of the City of Pawtucket, Rhode Island year end March 31, 2013.

Old Business

None.

Executive Session:

None.

Approval of Executive Minutes

None

Personnel:

None.

Other Business:

None.

Adjournment:

There being no further business Chairperson Rabbitt made a motion to adjourn the Board of Commissioners February 26, 2014 meeting.

A motion to adjourn the Board of Commissioners February 26, 2014 meeting was made by Commissioner Carrera and seconded by Commissioner Legrand.

Upon roll call the “Ayes” and “Nays” were as follows:

AYES

NAYS

Chairperson Rabbitt

Vice Chairperson Nieves

Commissioner Carrera

Commissioner Gannon

Commissioner Goulet

Commissioner Legrand

Commissioner Ricci

Adjournment at 7:45 P.M.

Minutes Submitted and Approved By:

Kevin Rabbitt Stephen A. Vadnais

Chairperson Recording Secretary